

THE CORPORATION OF THE TOWNSHIP OF MACHAR

BY-LAW NO. 13-22

being a by-law prescribing a tariff of fees for the processing of applications made in respect to planning matters.

WHEREAS the Planning Act, R.S.O. 1990 (69) provides that the Council of a municipality may by by-law prescribe a tariff of fees for the processing of planning applications:

The Council of the Corporation of the Township of Machar enacts as follows:

1. A fee shall be charged to the proponent of any application of a planning nature, before a review or decision of the application is undertaken by Council. This fee will be non-refundable.
2. Any person who is required to pay a fee for the processing of an application in respect of a planning matter may pay the amount of the fee under protest and thereafter appeal to the Ontario Municipal Board against the levying of the fee or the amount of the fee by giving written notice of appeal to the Municipal Board within 30 days of payment of the fee.
3. The Municipal Board shall hear an appeal under Clause (2) and shall dismiss the appeal or direct that a refund payment be made to the appellant in such amount as the Board determines.
4. The following fee schedule is hereby established for applications in the amounts as stated:
 - a) Official Plan Amendment (no amendment to Zoning By-Law) \$1,000.00
 - b) Official Plan Amendment (with amendment to Zoning By-Law) \$1,500.00
 - c) Zoning By-Law Amendment \$1,000.00
 - d) Proposed Plan of Subdivision Review \$2,000.00
 - e) Proposed Subdivision Agreement Review \$2,000.00
 - f) Applications for Consent submitted for review \$1,000.00
 - g) Cash in Lieu of Parkland \$2,500.00 + HST per lot created
 - h) Minor Variance \$1,000.00
 - i) Lakeshore Road Closing \$1,000.00
5. The fees established in Clause (4) of this by-law do not include any disbursements incurred by the Township on behalf of the Applicant for the processing of the application. Where Council incur costs necessary as part of its review and processing of the application such as planning, legal, engineering, advertising, postage, special meetings, etc. such costs will be billed to the applicant. Council will require a deposit payable in advance to be applied against the final and full costs of the processing of the planning application. The deposit will be \$4,000.00 for applications where a singular lot is involved. The deposit will be \$8,000.00 where multiple lots are involved, eg Plan of Subdivision. The deposit if exhausted will be replenished at the same corresponding amounts upon notification from the Township prior to continuing.
6. The Clerk of the municipality, upon receipt of the application and certified payment thereof, shall present a copy to Council for its recommendation and approval or non-approval.
7. Upon a decision being made, the Clerk shall notify the applicant of Council's decision immediately.
8. The Clerk shall then commence processing the application, in accordance with regulations and procedures established in the Planning Act, R.S.O. 1990 as amended.
9. This by-law shall come into full force and effect upon date of passage. By-Law No. 15-20 is hereby repealed.

READ A FIRST, SECOND, THIRD & FINAL TIME THIS 27th DAY OF June 2022.

Mayor Lynda Carleton

Clerk Administrator Brenda Paul, AMCT

OTHER ADMINISTRATIVE FEES:

| | |
|---|-----------------------|
| Tax Certificate or Zoning Compliance | \$80. per roll number |
| Search Fee (+ Costs) or Returned Cheque | \$80. per roll number |
| Tax Statement (Duplicate Tax Information) | \$40. per roll number |
| Commissioning Taxpayer Affidavits | \$40. per document |

BP

CENTRAL ALMAGUIN PLANNING BOARD

63 Marie Street, P.O. Box 310 South River ON P0A 1X0

Phone: 705-386-2573 Email: admin@centralapb.ca

Christine Hickey, Secretary - Treasurer

SUBMITTING YOUR APPLICATION TO THE CENTRAL ALMAGUIN PLANNING BOARD OFFICE

This application form is to be used if the Central Almaguin Planning Board is the consent granting authority.

For any assistance with the consent process, please refer to the policy documents and the CAPB application guidelines. The documents may be found on the CAPB website - www.centralapb.ca

Submission of your completed and signed Application Form may be done by Canada Post mail, in person (63 Marie Street, Box 310 South River) or by courier.

Submit one (1) single-sided original completed Application Form, with all signatures and Commissioned Declaration. Sketch must show the parcel(s) to be severed and the parcel to be retained, with metric measurements.

- *A complete application MUST include a Council resolution (organized municipalities) supporting the consent in principal and include a list of conditions required, if any*
- *Please provide 10 copies of: the completed application form, council resolution of support, and supporting documents, if any*
- *The fee to accompany the application is \$700.00 per lot created, per lot addition or per right of way.*

Please Note:

Applications received for land in the Unorganized Townships will require a Planner's Review. This review ensures that decisions made are consistent with applicable legislation, the application is presented to the Board after this review has been completed. The cost of this review and any required studies or other consultation will be at the expense of the applicant(s). A \$1,000.00 deposit is required to cover planner fees. Once completed, any amount remaining will be returned to the applicant. If there are monies owing, the applicant will be responsible for the additional fees.

Fee is payable by cheque to Central Almaguin Planning Board or by Etransfers to centralalmaquinplan@hotmail.com. Please ensure that your full name and property address are noted in the message.

CONSENT APPLICATIONS WILL ONLY BE ACCEPTED AND PROCESSED once all applicable information is provided.

A file number will be assigned once your application is deemed complete by CAPB staff. This file number should be quoted in all communication on the Consent application.

Email communication and a letter acknowledging receipt of your fee and advising that the application is complete and ready to process will be sent to you after the application is deemed complete by staff.

A Notice of Meeting advising the date on which the Consent(s) will be heard by the Central Almaguin Planning Board, will be included in this mailing. It is the applicant/agents responsibility to post the Notice of Meeting Posters on the subject site for public view.

CENTRAL ALMAGUIN PLANNING BOARD

63 Marie Street, P.O. Box 310
South River Ontario P0H 1X0
705-386.2573 Email: admin@centralapb.ca
Website: http://capb.ca

AN APPLICATION FOR CONSENT UNDER SECTION 53 OF THE *PLANNING ACT, R.SO. 1990 c.P.13*

FILE # B _____ / _____

PLEASE PRINT OR TYPE AND COMPLETE ALL APPROPRIATE BOXES.

1. APPLICANT INFORMATION

Applicant(s):

Name(s) of Property Owner(s): _____

Phone #: Home: _____ Mobile: _____ Business: _____

Mailing Address: _____

Postal Code: _____ Email Address: _____

Agent for the Applicant

The property owner(s) may appoint a person or an agent to act on their behalf for processing this application and attending the meeting at which it will be considered, or a person who is to be contacted about the application for communication. This may be a person or firm acting on behalf of the property owner(s). Owner authorization is required in Section 11 of this form if the applicant is an agent appointed by the owner.

Name of Contact Person/Agent: _____

Phone #: Home: _____ Mobile: _____ Business: _____

Address: _____

Postal Code: _____ Email Address: _____

2. LOCATION OF THE SUBJECT LAND (District of Parry Sound)

Tax Roll Number: _____

Municipality / Unincorporated Township: _____

Municipal Address (Civic Address): _____

Legal Description: Concession: _____ Lot Number: _____ Registered Plan: _____

Lot(s): _____ Reference Plan: _____ Part(s): _____

Parcel Number: _____ PIN: _____

IMPORTANT: If there are **existing easements or restrictive covenants** affecting the subject land, provide the legal description and its effect to the subject land. Attach a copy of relevant documentation.

3. PURPOSE OF THE APPLICATION:

3.1 Type and Purpose of proposed transaction(s) that requires the Consent:

___ Create a new lot (or re-establish an existing parcel) / ___ Lot Addition / ___ Easement

Other: Charge ___ / Release a Mortgage ___ Lease ___

3.2 Name of party(s), if known, to whom the land or interest in land is to be transferred, leased or charged:

3.3 If a lot addition, identify the lands to which the parcel will be added _____

3.4 Mortgage, Charges or other Encumbrances: Name _____

Mailing Address _____

4. DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION

(Complete each Section in order that your application can be processed. Incomplete applications may be delayed.

(If 2 new lots are proposed, split the SEVERED section and apply appropriate dimensions and information through Sections 4.1 through

| 4.1 Description / Size | SEVERED | RETAINED |
|---|----------------|-----------------|
| Frontage (m) | | |
| Depth (m) | | |
| Area (ha) | | |
| 4.2 Existing Use of Property: | | |
| 4.3 Existing Building or Structures and date of construction | | |

| | | |
|--|--|--|
| 4.4 Proposed Use of the Severed and Retained Parcels | | |
| 4.5 Road Access: Provincial highway <i>MANDATORY:</i> <i>Provide written comments from MTO North Bay. 705-497-5401</i> | | |
| Municipal road, maintained all year | | |
| Municipal Road, seasonally maintained | | |
| Other Public Road (e.g. Local Roads Board) | | |
| Right of Way / Easement* (IF ACCESS TO THE SUBJECT LAND IS BY PRIVATE ROAD OR OTHER PUBLIC ROAD OR RIGHT OF WAY advise the status of the easement (permanent registered or prescriptive), name who owns the land or road, who is responsible for its maintenance and whether it is seasonal or year round. | | |
| MNRF Road Allowance [<i>Written report from the MNRF if an MNRF road allowance is used for access to the subject land. North Bay Office: 705-475-5550</i>] | | |
| 4.6 Water Access Lots: Describe the parking and docking facilities to be used and the approximate distance of these facilities for the subject land and the nearest public road. | | |

| 4.7 Water Supply | SEVERED | RETAINED |
|--|----------------|-----------------|
| Publicly owned and operated piped water system | | |
| Privately owned and operated individual well | | |
| Privately owned and operated communal well | | |
| Lake or other water body | | |
| Other means | | |
| Does your property abut a lake? | | |

| | | |
|---|--|--|
| [Is the lake deemed by the Ministry of the Environment Conservation and Parks (MOECP) to be at capacity for phosphorus load ? **1-800-461-6290 for enquiries] | | |
|---|--|--|

| 4.8 Sewage Disposal | SEVERED | RETAINED |
|---|---------|----------|
| Publicly owned and operated sanitary sewage system | | |
| Privately owned and operated individual septic tank <i>Attach documentation of the results of the review by the North Bay Mattawa Conservation Authority</i> | | |
| Privately owned and operated communal septic tank | | |
| Privy | | |
| Other Means (e.g. Advanced Treatment System) <i>** (Septic System over 10,000 litres requires Ministry of the Environment Conservation and Parks study and permit. 1-800-461-6290 for enquiries)</i> | | |

| 4.9 Other Services (indicate which service(s) are available) | SEVERED | RETAINED |
|---|---------|----------|
| Electricity | | |
| School Bussing | | |
| Garbage Collection | | |

4.10 If access to the subject land is by private road or right of way was indicated in section 4.4, indicate who owns the land or the road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

5. LAND USE

5.1 What is the existing Official Plan designation(s)? (Not applicable to lands in unorganized township)

5.2 What is the Zoning, if any, on the subject land? (Not applicable to lands in unorganized township)

If the subject land covered by a Minister’s Zoning Order, what is the Plan and registration number?

5.3 Are any of the following uses or features on the subject land or within 500 meters of the subject land, unless otherwise specified? Please check the boxes that apply.

| Use or Feature | On the Subject Land | Within 500 meters of subject land, unless otherwise specified by the applicable agency, then indicate approximate distance. |
|---|---------------------|---|
| An agricultural operation including livestock facility or stockyard <i>[MANDATORY: Attach MDS work sheets from OMAFRA]</i> | | |
| A landfill | | |
| A sewage treatment plant or waste stabilization plant | | |
| A provincially significant wetland <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i> | | |
| A provincially significant wetland within 120 meters of the subject land <i>[North Bay Mattawa Conservation Authority or the Ministry of the Environment Conservation and Parks]</i> | | |
| Flood Plain | | |
| A rehabilitated mine site | | |
| A non-operating mine site within one kilometer of the subject land | | |
| An active mine site | | |
| An industrial or commercial use, and specify the use (eg gravel pit) | | |
| An active railway line | | |
| Utility corridors (Natural Gas / Hydro) | | |
| A municipal or federal airport | | |

6. HISTORY OF SUBJECT LAND

6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision or Consent under the Planning Act? NO YES UNKNOWN

If yes, and if known, please provide the application file number and the decision made on the application.

Year the property was created? (if known) _____

6.2 If this application is a re-submission of a previous consent application, what is the original consent application number and how has it been changed from the original application?

7. CURRENT APPLICATION

7.1 Is the subject land currently the subject land of a proposed Official Plan or Official Plan Amendment that has been submitted to the Ministry of Municipal Affairs and Housing for approval?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application

7.2 Is the subject land the subjection of an application for a Zoning By-law Amendment, Minister’s Zoning Order amendment, Minor Variance, Consent or approval of a Plan of Subdivision?

NO YES UNKNOWN

If yes and if known, specify the file number and status of the application.

8. SKETCH: The application MUST BE ACCOMPANIED BY A *SKETCH / SITE PLAN showing the following:

- a. The boundaries and dimensions of the subject land proposed to be severed as well as the parcel to be retained, including the location of existing structures and driveway(s), other permanent features.
- b. The boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land, the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge
- c. The location of all land previously severed from the parcel originally acquired by the current owner of the subject land
- d. The approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tank.
- f. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or right of way
- g. If access to the subject land is by water only, location of the parking and boat docking facilities to be used
- h. The location and nature of any easement affecting the subject land

9. OTHER INFORMATION: Is there any other information that you think may be useful to the Board or other agencies reviewing the application? If so, explain below or attached on a separate page.

10. AFFIDAVIT OR SWORN DECLARATION (all applicant(s))

I, _____ OF THE _____
IN THE DISTRICT OF _____ MAKE OATH AND SAY THAT THE INFORMATION
CONTAINED IN THIS APPLICATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THE DOCUMENTS
THAT ACCOMPANY THIS APPLICATION IS TRUE.

SWORN OR DECLARED BEFORE ME

AT THE _____

IN THE _____ OF _____

THIS _____ DAY OF _____, _____

A COMMISSIONER OF OATHS

Applicant

11. AUTHORIZATION OF AGENT (if applicable)

11.1 If the applicant is not the owner of the land subject in this application, written authorization of the property owner authorizing the particular person to act as their agent to make the application and represent them at the meeting when the Board considers this matter, must be submitted with this application form OR the authorization section below be completed.

AUTHORIZATION OF OWNER FOR AGENT TO MAKE THE APPLICATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND HEREBY AUTHORIZE _____

TO MAKE THIS APPLICATION ON MY BEHALF.

DATED: _____ SIGNATURE OF PROPERTY OWNER _____

11.2 If the applicant is not the owner of the land that is the subject of this application, complete the authorization of the owner concerning personal information set out below.

APPOINTMENT AND AUTHORIZATION OF AN AGENT AND CONSENT TO PROVIDE PERSONAL INFORMATION

I, _____, AM THE OWNER OF THE LAND THAT IS THE SUBJECT OF THIS APPLICATION FOR CONSENT AND FOR THE PURPOSES OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT, I AUTHORIZE _____ TO SUBMIT THE INFORMATION REQUIRED FOR THIS PURPOSE.

DATED _____ SIGNATURE OF PROPERTY OWNER _____

12. CONSENT OF OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I/WE _____, AM/ARE THE OWNER(S) OF THE LAND THAT IS THE SUBJECT OF THIS CONSENT APPLICATION AND FOR THE PURPOSES OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PERSONAL PRIVACY ACT, I/WE AUTHORIZE AND CONSENT TO THE USE BY OR THE DISCLOSURE TO ANY PERSON OR PUBLIC BODY OF ANY PERSONAL INFORMATION THAT IS COLLECTED UNDER THE AUTHORITY OF THE PLANNING ACT FOR THE PURPOSES OF PROCESSING THIS APPLICATION.

DATED _____ SIGNATURE OF PROPERTY OWNER _____

Sample Sketch

Key Map

Please Use Metric Units

| To Convert | Multiply by | To Find |
|------------|-------------|----------|
| Feet | 0.3048 | Metres |
| Acres | 0.4046 | Hectares |

